

**TERREBONNE PARISH CLERK OF COURT**  
*Houma, Louisiana*

**Annual Financial Report**  
**For the Year Ended June 30, 2011**



---

STAGNI & COMPANY, LLC

---

# **TERREBONNE PARISH CLERK OF COURT**

## **Annual Financial Report For the Year Ended June 30, 2011**

### **TABLE OF CONTENTS**

	<b>Page</b>
MANAGEMENT'S DISCUSSION & ANALYSIS	1
<b><i>Financial Section:</i></b>	
INDEPENDENT AUDITOR'S REPORT	7
<i>Government Wide Financial Statements:</i>	
Statement of Net Assets	9
Statement of Activities	10
<i>Fund Financial Statements:</i>	
Balance Sheet – Governmental Fund	11
Reconciliation of the Balance Sheet - Governmental Fund to the Statement of Net Assets	11
Statement of Revenues, Expenditures and Changes in Fund Balance - Governmental Fund – General Fund	12
Reconciliation of the Statement of Revenues, Expenditures, and Changes In Fund Balance – Governmental Fund to the Statement of Activities	13
Combining Statement of Fiduciary Net Assets	14
<i>Notes to the Financial Statements</i>	15
<b><i>Required Supplemental Information):</i></b>	
Budgetary Comparison Schedule- General Fund	28
<b><i>Reports Required by Government Auditing Standards:</i></b>	
REPORT ON COMPLIANCE AND ON INTERNAL CONTROL OVER FINANCIAL REPORTING BASED ON AN AUDIT OF BASIC FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS	29
Schedule of Findings and Questioned Costs	31

**TERREBONNE PARISH CLERK OF COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2011**

Our discussion and analysis of the Terrebonne Parish Clerk of Court's financial performance provides an overview of the financial activities as of and for the fiscal year end. Please read it in conjunction with the basic financial statements and the accompanying notes to the financial statements.

**OVERVIEW OF THE FINANCIAL STATEMENTS**

This annual report consists of a series of financial statements. The Government-Wide Financial Statements (Statement of Net Assets and the Statement of Activities) provide information about the governmental activities as a whole and present a longer-term view of the finances. Fund Financial Statements (Balance Sheet, Statement of Revenues, Expenditures and Changes in Fund Balance, and Combining Statement of Fiduciary Net Assets) tell how these services were financed in the short term as well as what remains for future spending. Fund Financial Statements also report the operations in more detail than the Government-Wide Statements by providing information about the most significant funds.

Our auditor has provided assurance in his independent auditor's report that the basic financial statements are fairly stated. The auditor, regarding the Required Supplemental Information is providing varying degrees of assurance. A user of this report should read the Independent Auditor's Report carefully to ascertain the level of assurance being provided for each of the other parts in the Annual Financial Report.

**Government-Wide Financial Statements**

One of the most important questions asked about finances is, "Is the Terrebonne Parish Clerk of Court as a whole better off or worse off as a result of the year's activities?" The Statement of Net Assets and the Statement of Activities report information on the Clerk of Court as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. All of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the net assets and changes in them. You can think of net assets—the difference between assets and liabilities—as one way to measure the financial health, or financial position. Over time, increases or decreases in net assets are one indicator of whether its financial health is improving or deteriorating.

**TERREBONNE PARISH CLERK OF COURT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED JUNE 30, 2011**

***Fund Financial Statements***

The Fund Financial Statements provide detailed information about the most significant funds—not the Clerk of Court as a whole. Some funds are required to be established by State laws.

The Clerk of Court uses only the governmental type of fund with the following accounting approach. Most of the basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the general government operations and the basic services it provides. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance the Clerk of Court's programs. We describe the relationship (or differences) between governmental activities (reported in the Statement of Net Assets and the Statement of Activities) and governmental funds in reconciliations immediately following the fund financial statements.

The Clerk of Court is the trustee, or fiduciary, for funds reserved by the Court and Advanced Costs collected for court expenses. All of these fiduciary activities are reported in a separate Combined Statement of Fiduciary Net Assets. We exclude these activities from the other financial statements because the Clerk of Court cannot use these assets to finance its operations. The Clerk of Court is responsible for ensuring that the assets reported in these funds are used for their intended purposes.

***FINANCIAL HIGHLIGHTS***

Our financial statements provide these insights into the results of this year's operations:

- Net assets of our governmental activities decreased by \$376,172 due mainly to the recognition of net OPEB liability of \$435,638.
- During the year, the Clerk had expenses of \$4,594,733 that were \$385,606 more than the \$4,209,127 generated in fees and other revenues for governmental programs.
- The governmental funds reported total ending fund balance of \$375,233 of which \$291,703 was classified as unrestricted. This compares to the prior year ending fund balance of \$283,278 showing an increase of \$91,955 or about 30%.

The Statement of Net Assets and the Statement of Activities report only one type of activity - governmental activities. All of the basic governmental services are reported as this type. Fines and fees charged to the public finance most of these activities.

**TERREBONNE PARISH CLERK OF COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2011**

**TERREBONNE PARISH CLERK OF COURT AS A WHOLE**

Our analysis below focuses on the net assets of the governmental-type activities.

	FY 2010	FY 2011	Increase (Decrease)	
Current and Other Assets	\$301,891	\$ 408,645	\$ 106,754	35.4%
Capital Assets	376,421	343,932	(32,489)	-8.6%
<b>Total Assets</b>	<b>678,312</b>	<b>752,577</b>	<b>74,265</b>	<b>10.9%</b>
Current Liabilities	18,613	33,412	14,799	79.5%
Non-current Liabilities	438,282	873,920	435,638	100.0%
<b>Total Liabilities</b>	<b>456,895</b>	<b>907,332</b>	<b>450,437</b>	<b>179.5%</b>
Invested in Capital Assets	376,421	343,932	(32,489)	-8.6%
Unrestricted	(155,004)	(498,687)	(343,683)	>100%
<b>Total Net Assets</b>	<b>\$221,417</b>	<b>\$(154,755)</b>	<b>\$(376,172)</b>	<b>-169.9%</b>

The Clerk of Court's net assets decreased by \$376,172 as a result of this year's operations. The decrease is due mainly from the accrual of post employment benefit liability for the year estimated at \$435,638. The overall financial position declined during the fiscal year. Unrestricted net assets—the part of net assets that can be used to finance day-to-day operations without constraints established by debt covenants, enabling legislation, or other legal requirements—absorbed most of the decrease. The balance in net assets represents the accumulated results of all past years' operations.

**NON-CURRENT LIABILITIES**

At the beginning of the last fiscal year, the Clerk implemented GASB Statement No. 45, "Accounting and Financial Reporting for Postemployment Benefits Other than Pensions," GASB Statement No. 45 establishes uniform standards of financial reporting for other postemployment benefits and increases the usefulness and improves the faithfulness of representations in the financial reports. The adoption of this standard requires the prospective recognition of Other Post Employment Benefits (OPEB) in the basic financial statements (net of contributions to any irrevocable trust). Prior to July 1, 2009, the Clerk did not recognize any OPEB liability in the basic financial statements. See Note 5 to the basic financial statements for further discussion of the Other Postemployment Benefits.

The following table shows the components of the annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the net OPEB obligation to the Plan:

**TERREBONNE PARISH CLERK OF COURT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED JUNE 30, 2011**

Annual Required Contribution	\$ 511,811
Contributions Made	(76,173)
Increase in Net OPEB Obligation	435,638
Net OPEB Obligation - beginning of year	511,811
Net OPEB Obligation - end of year	\$ 873,920

Our analysis below focuses on the changes in net assets of the governmental-type activities.

	FY 2010	FY 2011	Increase (Decrease)	
Total program expenses	\$(4,023,848)	\$(4,594,733)	\$(570,885)	-14.2%
Total program revenues	4,022,015	4,209,127	187,112	4.7%
<b>Net program income</b>	<b>(1,833)</b>	<b>(385,606)</b>	<b>(383,773)</b>	<b>&gt;100%</b>
General revenues	16,235	9,434	(6,801)	-41.9%
<b>Change in Net Assets</b>	<b>14,402</b>	<b>(376,172)</b>	<b>(390,574)</b>	<b>&gt;100%</b>
<b>Net Assets:</b>				
Beginning of the year	207,015	221,417	14,402	7.0%
End of the year	<u>\$ 221,417</u>	<u>\$ (154,755)</u>	<u>\$(376,172)</u>	<u>&gt;100%</u>

The Clerk of Court's total revenues for the year in governmental activities were \$4,218,561 (\$4,209,127 in program revenues and \$9,434 in general revenues – interest earned); an increase of \$187,112 or almost 5% from last year. The total cost of all programs and services was \$4,594,733 with no new programs added this year.

**FINANCIAL ANALYSIS OF THE CLERK OF COURT'S FUNDS**

As we noted earlier, the Clerk of Court uses funds to help it control and manage money for particular purposes. Looking at funds helps you consider whether the Clerk of Court is being accountable for the resources provided to it but may also give you more insight into the overall financial health.

As the Clerk of Court completed the year, its governmental fund reported a fund balance of \$375,233. This reflects an increase of \$91,955 from last year. This increase is primarily the result of the events and programs described within the analysis of the governmental activities.

**TERREBONNE PARISH CLERK OF COURT  
MANAGEMENT'S DISCUSSION AND ANALYSIS  
FOR THE YEAR ENDED JUNE 30, 2011**

**GENERAL FUND BUDGETARY HIGHLIGHTS**

The original budget for the General Fund was revised during the fiscal year as follows:

<b>Revenues</b>	<b>Budgeted Amounts</b>		<b>Increase</b>
	<b>Original</b>	<b>Final</b>	<b>(Decrease)</b>
Suits and successions transferred from the Advance Deposit Fund	\$1,680,000	\$1,752,000	\$ 72,000
Recording fees	1,620,000	1,608,000	(12,000)
Fees in criminal cases	960,000	290,000	(670,000)
Certified copies	360,000	336,000	(24,000)
Interest earned	30,300	12,300	(18,000)
Mortgage certificates	36,000	33,000	(3,000)
Notarial fees	36,000	30,000	(6,000)
Total revenues	4,722,300	4,061,300	(661,000)
<b>Expenditures</b>			
<b>Current-Judiciary:</b>			
Salaries and benefits	2,815,526	2,655,850	(159,676)
Office supplies and expense	294,800	286,100	(8,700)
Insurance	1,007,500	987,700	(19,800)
Travel and Clerk's Expense	7,200	4,200	(3,000)
Total current expenditures	4,125,026	3,933,850	(191,176)
<b>Capital outlay</b>	190,000	140,000	(50,000)
Total expenditures	4,315,026	4,073,850	(241,176)

**CAPITAL ASSETS**

Capital assets included furniture and fixtures, office equipment, automobiles and leased equipment recorded at historical cost of \$1,834,092. Accumulated depreciation of \$1,490,160 recorded from the cost of assets resulted in an ending book balance of assets of \$343,932.

This year there were \$34,570 of office equipment (mostly computers and printers) and furniture added to capital assets. Depreciation expense of \$67,059 was recorded for the year. More detailed information about the capital assets is presented in Note 5 to the financial statements.

**TERREBONNE PARISH CLERK OF COURT**  
**MANAGEMENT'S DISCUSSION AND ANALYSIS**  
**FOR THE YEAR ENDED JUNE 30, 2011**

**ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS AND RATES**

The Clerk of Court considered many factors when budgeting for the next year, including increased or decreased rates and fees to be charged. Another one of those factors is the new laws and regulations.

Following is a condensed summary of next year's budget:

	<u>FY 2012</u>
Anticipated revenues	\$ 4,553,340
<b>Expenditures:</b>	
Current	4,280,066
Capital outlay	<u>130,000</u>
Anticipated expenditures	<u>4,410,066</u>
Excess of revenues	143,274
<b>Fund Balance:</b>	
Beginning of the year	<u>376,448</u>
End of the year	<u><u>\$ 519,722</u></u>

The following assumptions are used to compile next year's budget:

- The salary of the Clerk of Court is fixed by Statute and will remain at \$98,000.
- There will be a salary increase of 7% for certification.
- \$552,000 is included to cover the contribution by the office to the Employee Retirement Fund (17.25% of the employer portion and 8.25% of the employee portion).
- Capital outlay includes anticipated expenditures of \$7,500 for office equipment, \$100,000 for EDP upgrading including software, and \$22,500 for miscellaneous purchases of office equipment and furnishings.

**CONTACTING FINANCIAL MANAGEMENT**

This financial report is designed to provide a general overview of our finances and to show the accountability for the money received. If you have questions about this report or need additional financial information, contact:

Honorable I. Robert Boudreaux  
Terrebonne Parish Clerk of Court  
P.O. Box 1569  
Houma, LA 70361  
985-868-5660

## *Financial Section*



# STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

---

## **INDEPENDENT AUDITOR'S REPORT**

Honorable I. Robert Boudreaux  
Terrebonne Parish Clerk of Court  
Houma, Louisiana

We have audited the accompanying financial statements of the governmental activities and each major fund of the Terrebonne Parish Clerk of Court, a component unit of the Terrebonne Parish Consolidated Government, as of and for the year ended June 30, 2011, which collectively comprise the basic financial statements as listed in the table of contents. These financial statements are the responsibility of the Terrebonne Parish Clerk of Court's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Terrebonne Parish Clerk of Court as of June 30, 2011, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with Government Auditing Standards, we have also issued a report dated December 16, 2011, on our consideration of the Terrebonne Parish Clerk of Court's internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards and should be read in conjunction with this report in considering the results of our audit.

Accounting principles generally accepted in the United States of America require that the Management's Discussion and Analysis and Budgetary Comparison Schedule on be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

*Stagni & Company*

Thibodaux, LA  
December 16, 2011



**TERREBONNE PARISH CLERK OF COURT**

*Statement of Net Assets*

*June 30, 2011*

	<b>General Fund</b>
<b>ASSETS</b>	
Cash and cash equivalents	\$ 193,821
Receivables	102,102
Due from Agency Funds	29,192
Prepaid Insurance	83,530
Capital assets, net of accumulated depreciation	343,932
<b>Total assets</b>	<b>752,577</b>
<b>LIABILITIES</b>	
<b>Current:</b>	
Accounts payable and accrued expenses	33,412
Non-current liability - net OPEB liability	873,920
<b>Total liabilities</b>	<b>907,332</b>
<b>NET ASSETS</b>	
Invested in Capital Assets	343,932
Unrestricted	(498,687)
<b>Total net assets</b>	<b>\$ (154,755)</b>

See notes to financial statements.

# **TERREBONNE PARISH CLERK OF COURT**

## *Statement of Activities*

*For the Year Ended June 30, 2011*

<u>EXPENSES</u>	
Salaries and benefits	\$ 3,111,722
Office supplies and expense	302,439
Insurance	980,990
Travel and Clerk's Expense	2,940
Other	129,583
Depreciation	67,059
Total program expenses	<u>4,594,733</u>
 <u>PROGRAM REVENUES</u>	
Charges for services	<u>4,209,127</u>
Total program revenues	<u>4,209,127</u>
 Net Program (Income) Expense	 (385,606)
 <u>GENERAL REVENUES</u>	
Interest earned	<u>9,434</u>
Total general revenues	<u>9,434</u>
 Change in Net Assets	 (376,172)
 <u>NET ASSETS</u>	
Beginning of year	221,417
End of year	<u>\$ (154,755)</u>

See notes to financial statements.

**TERREBONNE PARISH CLERK OF COURT**

*Balance Sheet - Governmental Fund*

*June 30, 2011*

<b>ASSETS</b>		<b>General Fund</b>
Cash and cash equivalents	\$	193,821
Receivables		102,102
Due from Agency Funds		29,192
Prepaid Expenses		<u>83,530</u>
Total assets	\$	<u><u>408,645</u></u>
<b>LIABILITIES AND FUND BALANCES</b>		
Accounts payable and accrued expenses	\$	33,412
Total liabilities		<u>33,412</u>
Fund Balance :		
Restricted for Prepaid Expenditures		83,530
Unassigned		<u>291,703</u>
Total fund balance		<u><u>375,233</u></u>
Total liabilities and fund balances	\$	<u><u>408,645</u></u>

*Reconciliation of the Balance Sheet- Governmental Fund  
to the Statement of Net Assets*

Total fund balance - governmental fund (Fund Financial Statement) \$ 375,233

Amounts reported for *governmental activities* in the statement of net assets  
are different because:

Capital assets used in governmental activities are not financial resources  
and therefore are not reported in governmental funds.

Cost	\$ 1,834,092	
Accumulated Depreciation	<u>(1,490,160)</u>	
		343,932

Certain non-current liabilities are not due and payable in the  
current period and therefore are not reported in the funds.

Deduct Net OPEB Obligation	<u>(873,920)</u>
----------------------------	------------------

Total net assets of governmental activities (Government-Wide Financial Statements)	<u><u>\$ (154,755)</u></u>
---	----------------------------

See notes to financial statements.

# **TERREBONNE PARISH CLERK OF COURT**

## *Statement of Revenues, Expenditures and Changes in Fund Balance Governmental Fund - General Fund For the Year Ended June 30, 2011*

### **Revenues**

Suits and successions transferred from the Advance Deposit Fund	\$ 1,732,948
Recording fees	1,574,419
Fees in criminal cases	289,450
Certified copies	320,956
Interest earned	9,434
Mortgage certificates	29,964
Court attendance	22,700
Cancellations	57,079
Marriage licenses	11,280
Notarial fees	20,560
Other	149,771
Total revenues	<u>4,218,561</u>

### **Expenditures**

<b>Current - Judiciary:</b>	
Salaries and benefits	2,676,084
Office supplies and expense	302,439
Insurance	980,990
Travel and Clerk's Expense	2,940
Other	129,583
Total current expenditures	<u>4,092,036</u>
Capital outlay	34,570
Total expenditures	<u>4,126,606</u>

Excess (deficiency) of revenues over expenditures	91,955
--	--------

### **Fund Balances**

Beginning of year	283,278
End of year	<u>\$ 375,233</u>

See notes to financial statements.

**TERREBONNE PARISH CLERK OF COURT**

**Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balance-  
Governmental Fund to the Statement of Activities  
For the Year Ended June 30, 2011**

Net change in fund balance - governmental fund (Fund Financial Statements)	\$ 91,955
Amounts reported for <i>governmental activities</i> in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures in the individual fund. Governmental activities report depreciation expense to allocate the cost of those capital assets over the estimated useful lives of the asset.	
Asset purchases capitalized	\$ 34,570
Depreciation expense	<u>(67,059)</u>
	<u>(32,489)</u>
Repayment of long term debt is reported as an expenditure in governmental funds, but the repayment reduces long-term liabilities in the statement fo net assets. In the current year, these amounts consists of:	
Annual Other Post-Employment Benefit Cost	<u>(435,638)</u>
Change in net assets of governmental activities (Government -Wide Financial Statements)	<u><u>\$ (376,172)</u></u>

See notes to financial statements.

**TERREBONNE PARISH CLERK OF COURT**

*Combining Statement of Fiduciary Net Assets*

*June 30, 2011*

	<b>Advance Deposit Fund</b>	<b>Registry of the Court Fund</b>	<b>Total</b>
<b>ASSETS</b>			
Cash and cash equivalents	\$ 1,802,778	\$ 4,387,551	\$ 6,190,329
Investments	2,447,309	-	2,447,309
Accounts receivable	1,300	-	1,300
	<u>          </u>	<u>          </u>	<u>          </u>
Total assets	<u>\$ 4,251,387</u>	<u>\$ 4,387,551</u>	<u>\$ 8,638,938</u>
<b>LIABILITIES</b>			
Due to governmental funds	\$ 27,614	\$ 1,578	\$ 29,192
Due to others	4,223,773	4,385,973	8,609,746
	<u>          </u>	<u>          </u>	<u>          </u>
Total liabilities	<u>\$ 4,251,387</u>	<u>\$ 4,387,551</u>	<u>\$ 8,638,938</u>

See notes to the financial statements.

# **TERREBONNE PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2011

## **INTRODUCTION**

The Clerk of Court (LSA-RS 13:781) serves as the parish recorder of conveyances, mortgages, notary public, et cetera. As provided by Article 5, Section 28 of the Louisiana Constitution of 1974, The Clerk of Court serves a four-year term of office. The current term expires June 30, 2012. The Clerk may appoint deputies with duties and powers provided by law, with the approval of the district judge.

The financial statements of the Terrebonne Parish Clerk of Court have been prepared in conformity with generally accepted accounting principles (GAAP) as applied to government units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant accounting policies established in GAAP and used is discussed below.

## **Note 1                      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

### **A.     Reporting Entity**

As the governing authority of the parish, the Terrebonne Parish Consolidated Government is the financial reporting entity for Terrebonne Parish. The Consolidated Government maintains and operates the parish courthouse in which the clerk of court's office is located and provides funds for equipment and furniture of the clerk of court's office. Because the clerk of court is fiscally dependent on the Terrebonne Parish Consolidated Government, the clerk of court was determined to be a component unit of the Terrebonne Parish Consolidated Government, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the Clerk of Court and do not present information on the Terrebonne Parish Consolidated Government, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

# **TERREBONNE PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2011

## **Note 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

### **B.      Basic Financial Statements**

#### **Government-Wide Financial Statements (GWFS)**

The Clerk of Court's basic financial statements include both government-wide (reporting the entity as a whole) and fund financial statements (reporting the entity's major funds). Both the government-wide and fund financial statements categorize primary activities as the governmental type.

In the government-wide Statement of Net Assets, the governmental activities are presented on a consolidated basis and are reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The Clerk of Court's net assets are reported in three parts—invested in capital assets, net of related debt; restricted net assets; and unrestricted net assets. The Clerk of Court first utilizes restricted resources to finance qualifying activities.

The government-wide Statement of Activities reports both the gross and net cost of each of the Clerk of Court's functions. General government revenues also support the functions. The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants. Program revenues must be directly associated with the function. Operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants, if any. The net costs by function are normally covered by general revenue (interest income, etc).

This government-wide focus is more on the sustainability of the Clerk of Court as an entity and the change in its net assets resulting from the current year's activities.

Information contained in these statements reflects the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets and liabilities resulting from exchange or exchange-like transactions are recognized when the exchange occurs (regardless of when cash is received or disbursed). Revenues, expenses, gains, losses, assets and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33, *Accounting and Financial Reporting for Non-exchange Transactions*.

# **TERREBONNE PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2011

## **Note 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

### **B.      Basic Financial Statements (Continued)**

#### **Fund Financial Statements (FFS)**

The financial transactions of the Clerk of Court are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures/expenses. The various funds are reported by generic classification within the financial statements.

#### **Governmental Funds**

Governmental funds account for all or most of the clerk's general activities. These funds focus on the sources, uses, and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may be used. Current liabilities are assigned to the fund from which they will be paid. The difference between a governmental fund's assets and liabilities is reported as fund balance. In general, fund balance represents the accumulated expendable resources that may be used to finance future period programs or operations of the Clerk of Court. The following are the clerk's governmental funds:

##### *General Fund*

The General Fund (Salary Fund), as provided by Louisiana Revised Statute 13:781, is the principal fund of the Clerk of Court and accounts for the operations of the clerk's office. The various fees and charges due to the clerk's office are accounted for in this fund. General operating expenditures are paid from this fund.

##### *Fiduciary Funds*

Fiduciary fund reporting focuses on net assets and changes in net assets. The only funds accounted for in this category by the clerk are agency funds. The agency funds account for assets held by the clerk as an agent for litigants held pending court action. These funds are custodial in nature (assets equal liabilities) and do not involve measurement of results of operations. Consequently, the agency funds have no measurement focus, but use the modified accrual basis of accounting. The Advance Deposit and Registry of Court - Agency Funds account for assets held as an agent for others.

# **TERREBONNE PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2011

## **Note 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

### **C.      Basis of Accounting**

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

**Accrual:** The governmental-type activities in the government-wide financial statements and fiduciary fund financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

**Modified Accrual:** The governmental fund financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

### **D.      Cash and Cash Equivalents**

Cash includes amounts in demand deposits, interest bearing demand deposits, money market accounts and cash on hand. Cash equivalents include time deposits maturing within 90 days. Under state law, the Clerk of Court may deposit funds in demand deposits, interest bearing demand deposits, money market accounts, or certificates of deposit with state banks organized under Louisiana law and national banks having their principal offices in Louisiana.

### **E.      Investments**

Investments are limited by Louisiana Revised Statute 25 33:2955 and the Clerk of Court's investment policy. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities of investments are 90 days or less, they are classified as cash and cash equivalents.

# **TERREBONNE PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2011

## **Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

### **F. Capital Assets**

Capital assets purchased or acquired with a cost of \$500 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other cost incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

<b><u>Description</u></b>	<b><u>Estimated Lives</u></b>
<b>Office Equipment</b>	<b>5 years</b>
<b>Furniture &amp; Fixtures</b>	<b>10 years</b>
<b>Automobiles</b>	<b>5 years</b>
<b>Leased Equipment</b>	<b>5 years</b>

### **G. Interfund Activities**

The Clerk of Court transfers interest earned on the investments of the Advance Deposit Fund to the Salary Fund to be utilized by the Salary Fund in its operations. In those cases where the physical transfer of assets has not taken place as of year-end, or where repayment is expected, these amounts are accounted for through the various due to and due from accounts.

### **H. Clerk's Fees Transferred from Advance Deposit Agency Fund**

These fees represent revenue to the Clerk of Court earned from everyday operations such as filing suits, preparing notices, etc. for litigants. These fees are collected by a transfer of litigant's money deposited in the Advance Deposit Fund to the Salary Fund.

### **I. Budgetary Practices**

Prior to the beginning of each fiscal year, the Clerk of Court prepares and approves a formal budget for the General Fund based upon estimated revenues and proposed expenditures for the coming year using the modified accrual basis of accounting.

The proposed budget is published in the official journal of the Parish of Terrebonne and is presented to the public for review and inspection, after which it is finalized and adopted by the elected Clerk of Court of Terrebonne Parish.

# **TERREBONNE PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2011

## **Note 1      SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

### **I.      Budgetary Practices (continued)**

A certified copy of the budget is then filed with the Chief Executive or Administrative Officer of the Terrebonne Parish Consolidated Government. Any amendments to the budget are published in the Clerk of Court's official journal. Budgetary integration is employed as a management tool.

Encumbrances accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies recorded in order to reserve that portion of the applicable appropriation, is not employed by the Clerk of Court.

### **J.      Compensated Absences**

The employees of the Clerk of Court are allowed a fixed number of days for vacation and sick leave each year. This policy does not provide for the accumulation or vesting of leave. Accordingly, the Clerk of Court has recorded no accrual for employee leave benefits.

### **K.      Restricted Net Assets**

For government-wide statement of net assets, net assets are reported as restricted when constraints placed on net asset use are either:

1. externally imposed by creditors (such as debt covenants), grantors, contributors, or laws or regulations of other governments; and
2. imposed by law through constitutional provisions or enabling legislation.

### **L.      Fund Balance**

Fund balance for governmental funds is reported in classifications that comprise a hierarchy based primarily on the extent to which the government is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. Unassigned fund balance is the residual classification for the general fund. This classification represents fund balance that has not been assigned to other funds and that has not been restricted, committed, or assigned to specific purposes within the general fund.

## **TERREBONNE PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2011

### **Note 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Continued**

#### **M. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### **N. Due to Terrebonne Parish Consolidated Government**

R.S. 13:785 requires that every four years (at the close of the term of office) the clerk of court must pay the parish treasurer the portion of the General Fund's fund balance that exceeds one-half of the revenues of the clerk's last year of his term of office, which amount shall be limited to no more than that which was received by the clerk in accordance with R.S. 1784 (A) during said term in office. At June 30, 2011, there was no amount due the parish treasurer as this was not the last year of the clerk's four-year term of office, and no determination of the amount that will be due, if any, can be made at this time.

### **Note 2 DEPOSITS AND INVESTMENTS**

State law requires deposits (cash and certificates of deposit) of all political subdivisions to be fully collateralized at all times. Acceptable collateralization includes FDIC insurance and securities purchased and pledged to the political subdivision. Obligations of the United States, the State of Louisiana and certain political subdivisions are allowed as security for deposits. Obligations furnished as security must be held by the political subdivision, or with an unaffiliated bank or with a trust company for the account of the political subdivision.

The Clerk of Court has balances of deposits at year-end as follows:

	Balances	
	Reported	Bank
Cash and cash equivalent	\$6,384,150	\$7,136,981
Certificates of deposit	2,447,309	2,447,309
<b>Totals</b>	<b>\$8,831,459</b>	<b>\$ 9,584,290</b>

## **TERREBONNE PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2011

### **Note 2      DEPOSITS (CONTINUED)**

Custodial credit risk is the risk that in the event of a bank failure, the Clerk's deposits may not be returned to it. The Clerk does not have a written policy for custodial credit risk. As of year-end \$7,826,981 of the Clerk's bank balance was exposed to custodial credit risk. These deposits were uninsured and collateralized with securities held by the pledging financial institution's trust department or agent, but not in the Clerk's name.

At year-end, cash and certificates of deposit in excess of the FDIC insurance were collateralized by securities held by unaffiliated banks for the account of the depositors. The Governmental Accounting Standards Board (GASB), which promulgates the standards for accounting and financial reporting for state and local governments, considers these securities subject to custodial credit risk. Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, R.S. 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the clerk of court that the fiscal agent has failed to pay deposited funds upon demand.

### **Note 3      RECEIVABLES**

Receivable balances are as follows:

Class of Receivables	Salary Fund	Agency Funds Advanced Cost
Accounts	\$ 63,491	\$1,300
Fees in criminal cases	20,661	
Court attendance	1,740	
Supp Comp Fund	1,750	
Support enforcement	14,460	
Totals	\$ 102,102	\$ 1,300

# TERREBONNE PARISH CLERK OF COURT

Notes to Financial Statements  
For the Year Ended June 30, 2011

## Note 4 INTERFUND ASSETS/LIABILITIES

The balances receivable from/payable to General Fund, Advance Deposit Fund, and Registry of the Court are as follows:

	Receivables	Payables
General Fund	\$ 29,192	
Advance Deposit		\$27,614
Registry of the Court		1,578
Totals	\$ 29,192	\$29,192

## Note 5 CAPITAL ASSETS

Capital assets and depreciation activity for the year follows:

	\$435,102	\$1,212,180	\$15,616	\$136,624	\$1,799,522
	549	34,021	-	-	34,570
	-	-	-	-	-
	435,651	1,246,201	15,616	136,624	1,834,092
	332,686	950,816	2,975	136,624	1,423,101
	17,210	47,618	2,231	-	67,059
	-	-	-	-	-
	349,896	998,434	5,206	136,624	1,490,160
	\$85,755	\$247,767	\$10,410	\$ -	\$343,932
	\$17,210	\$47,618	\$2,231	\$ -	\$67,059

## **TERREBONNE PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2011

### **Note 6      EMPLOYEE RETIREMENT SYSTEM**

Substantially all employees of the Clerk of Court are members of the Louisiana Clerks of Court Retirement and Relief fund (System), a multiple-employer (cost-sharing), public employee retirement system (PERS), controlled and administered by a separate board of trustees. Contributions of participating clerks are pooled within the System to fund accrued benefits, with contribution rates approved by the Louisiana Legislature.

All regular employees earning a minimum of \$ 500 per month and who are under the age of 60 at the time of original employment are eligible to participate in the system. The System also provides death and disability benefits. Benefits are established by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Clerks of Court Retirement and Relief Fund, 11745 Bricksome Avenue, Suite B1, Baton Rouge, Louisiana, 70816, or by calling (225) 293-1162.

**Funding Policy.** Plan members are required by state statute to contribute 8.25 percent of their annual covered salary and the Clerk of Court is required to contribute at an actuarially determined rate. The actuarially determined rate was 8 percent of annual covered payroll for the year ending June 30, 2011. Contributions to the System also include one-fourth of one percent (one-half of one percent for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish. The contribution requirements of plan members and the Clerk of Court are established as amended by state statute. As provided by Louisiana Revised Statute 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results to fund accrued benefits, with contribution rates approved by the Louisiana Legislature.

Effective July 1, 1999, the Louisiana Senate passed Bill #556 allowing the individual Clerk's of Court to elect to pay both the employee and employer contributions into this retirement system. The Terrebonne Parish Clerk of Court has elected to do so for the year ending June 30, 2011.

The Clerk of Court's contribution for the years ending June 30, 2009, 2010, and 2011 were \$386,861 (19.14% of covered payroll), \$450,314 (22.46% of covered payroll), and \$509,664 (19.04% of covered payroll) respectively, which were equal to the required contributions for each year.

## **TERREBONNE PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2011

### **Note 6      OTHER POST-RETIREMENT BENEFITS**

*Plan Description.* The Clerk's defined benefit postemployment health care plan (the plan) provides medical, dental and life insurance benefits to eligible retired employees and their beneficiaries. The Plan is affiliated with the Louisiana Clerks of Court Insurance Trust ("LCCIT"), and agent multiple-employer postemployment healthcare plan administered by the Louisiana Clerks of Court Association.

*Funding Policy.* The contribution requirements of plan members and the Clerk are established and may be amended by the LCCIT Board of Trustees. The Clerk contributes 100% of the cost of the current-year premiums for eligible retired plan members and 100% of the cost for retired plan members' spouses and dependent children. For fiscal year 2011, the Clerk contributed \$76,173 to the plan and the retirees contributed \$5,079.

*Annual OPEB Cost and Net OPEB Obligation.* For 2011, the Clerk's annual other postemployment benefit ("OPEB") cost (expense) is calculated based on the annual required contribution of the employer ("ARC"), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The Clerk is not required to have an actuarial report each year. The latest actuarial report available is for the fiscal year ending June 30, 2010. The ARC represents the level of funding that, if paid on an ongoing basis, is projected to cover normal cost each year and to amortize any unfunded actuarial liabilities (or funding excess) over a period not to exceed 30 years. The following table shows the components of the annual OPEB cost for the year, the amount actually contributed to the plan, and changes in the net OPEB obligation to the Plan:

Annual Required Contribution	\$511,811
Contributions Made	(76,173)
Increase in Net OPEB Obligation	435,638
Net OPEB Obligation - beginning of year	438,282
Net OPEB Obligation - end of year	\$ 873,920

# **TERREBONNE PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2011

## **Note 6 POST-RETIREMENT BENEFITS (continued)**

The annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the fiscal year 2011 is as follows:

Year End	Annual OPEB Cost	% of Annual OPEB Cost Contributed	Net OPEB Obligation
6/30/2010	\$ 511,811	14.4%	\$ 438,282
6/30/2011	\$ 511,811	14.9%	\$ 873,920

*Funded Status and Funding Progress.* As of June 30, 2009 (the latest report available), the actuarial accrued liability for benefits was \$7,358,507, all of which was unfunded. The covered payroll (annual payroll of active employees covered by the plan) was \$2,057,036, and the ratio of the unfunded actuarial accrued liability to the covered payroll was 357.7%.

The projection of future benefit payments for an ongoing plan involves estimates of the value of reported amounts and assumptions about the probability of occurrence of events into the future. Examples include assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funding status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and the new estimates are made about the future. The schedule of funding progress that follows presents multiyear trend information about whether the actuarial value of the plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for the benefits:

*Methods and Assumptions.* Projections of benefits for financial reporting purposes are based on the substantive plan (the plan as understood by the employer and plan members) and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the employer and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short term volatility in the actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of calculations.

In the June 30, 2009 actuarial valuation, the entry age actuarial cost method was used. Based on the short-term investment portfolio, a discount rate of 4.0% was used. In addition, the actuarial assumptions included an annual healthcare cost trend rate of 10% initially, reduced by decrements to an ultimate rate of 5.5% after 10 years. The unfunded actuarial liability is being amortized as a level percentage of projected payroll on an open basis over 30 years.

# **TERREBONNE PARISH CLERK OF COURT**

*Notes to Financial Statements*  
For the Year Ended June 30, 2011

## **Note 6 POST-RETIREMENT BENEFITS (continued)**

### **Schedule of Funding Progress:**

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) - Entry Age (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll ( c )	UAAL as a % of Covered Payroll ((b- a)/c)
6/30/2009	\$ -	\$ 7,358,507	\$ 7,358,507	0.0%	\$ 2,057,036	357.7%

## **Note 7 LITIGATION**

There is no litigation pending against the Clerk of Court's office that is required to be disclosed in accordance with Statement of Financial Accounting Standards No. 5.

## **Note 8 RISK MANAGEMENT**

### **GENERAL LIABILITY INSURANCE**

The Clerk of Court is exposed to various risks of loss related to tort, theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Clerk of Court purchases commercial insurance policies for any and all claims relating to the above types of risks.

The Clerk's payment of the deductible is the only liability associated with these insurance policies. There has been no significant reduction in insurance coverage in the prior year. The amount of settlements has not exceeded insurance coverage for each of the past three fiscal years.

### **HEALTH INSURANCE**

The Clerk of Court provides health and life insurance to employees through the Louisiana Clerk of Court Association. Under this insurance program, the Clerk pays initial premiums based on the level of the employee's participation and has no further liabilities on any claims.

## *Required Supplemental Information*

# TERREBONNE PARISH CLERK OF COURT

## Budgetary Comparison Schedule - General Fund

For the Year Ended June 30, 2011

<u>Revenues</u>	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance</u>
	<u>Original</u>	<u>Final</u>		<u>Favorable (Unfavorable)</u>
Suits and successions transferred				
from the Advance Deposit Fund	\$ 1,680,000	\$ 1,752,000	\$ 1,732,948	\$ (19,052)
Recording fees	1,620,000	1,608,000	1,574,419	(33,581)
Fees in criminal cases	960,000	290,000	289,450	(550)
Certified copies	360,000	336,000	320,956	(15,044)
Interest earned	30,300	12,300	9,434	(2,866)
Mortgage certificates	36,000	33,000	29,964	(3,036)
Court attendance	21,600	21,600	22,700	1,100
Cancellations	60,000	60,000	57,079	(2,921)
Marriage licenses	12,000	12,000	11,280	(720)
Notarial fees	36,000	30,000	20,560	(9,440)
Other	163,920	163,920	149,771	(14,149)
Total revenues	4,979,820	4,318,820	4,218,561	(100,259)
 <u>Expenditures</u>				
<b>Current-Judiciary:</b>				
Salaries and benefits	2,815,526	2,655,850	2,676,084	(20,234)
Office supplies and expense	294,800	286,100	302,439	(16,339)
Insurance	1,007,500	987,700	980,990	6,710
Travel and Clerk's Expense	7,200	4,200	2,940	1,260
Other	151,800	151,800	129,583	22,217
Total current expenditures	4,276,826	4,085,650	4,092,036	(6,386)
<b>Capital outlay</b>	190,000	140,000	34,570	105,430
Total expenditures	4,466,826	4,225,650	4,126,606	99,044
Excess (deficiency) of revenues over expenditures	512,994	93,170	91,955	(1,215)
 <u>Fund Balances</u>				
Beginning of year	278,741	283,278	283,278	-
End of year	\$ 791,735	\$ 376,448	\$ 375,233	\$ (1,215)

*Reports Required by  
Government Auditing Standards*



# STAGNI & COMPANY, LLC

CERTIFIED PUBLIC ACCOUNTANTS & CONSULTANTS

---

**REPORT ON INTERNAL CONTROL OVER  
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON  
AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH  
GOVERNMENT AUDITING STANDARDS**

Honorable I. Robert Boudreaux  
Terrebonne Parish Clerk of Court  
Houma, Louisiana

We have audited the financial statements of the governmental activities and each major fund of the Terrebonne Parish Clerk of Court, a component unit of the Terrebonne Parish Consolidated Government as of and for the year ended June 30, 2011, which collectively comprise the basic financial statements and have issued our report thereon dated December 16, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

## **Internal Control over Financial Reporting**

In planning and performing our audit, we considered the Terrebonne Parish Clerk of Court's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of the internal control over financial reporting.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and would not necessarily identify all deficiencies in internal control that might be significant deficiencies or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Terrebonne Parish Clerk of Court's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance that are required to be reported under *Government Auditing Standards*.

This report is intended solely for the information and use of management and the Legislative Auditor and is not intended to be and should not be used by anyone other than these specified parties. Under Louisiana Revised Statute 24:513, this report is distributed by the Legislative Auditor as a public document.

*Stagni & Company*

Thibodaux, Louisiana  
December 16, 2011

**TERREBONNE PARISH CLERK OF COURT**  
**SCHEDULE OF FINDINGS AND QUESTIONED COSTS**  
*For the Year Ended June 30, 2011*

We have audited the financial statements of the governmental activities and each major fund of the Terrebonne Parish Clerk of Court, a component unit of the Terrebonne Parish Consolidated Government as of and for the year ended June 30, 2011, which collectively comprise the basic financial statements and have issued our report thereon dated December 16, 2011. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Our audit of the financial statements resulted in an unqualified opinion.

**Section I - Summary of Auditor's Reports**

**a. Report on Internal Control and Compliance Material to the Financial Statements**

**Internal Control**

Material Weaknesses	No
Significant Deficiencies	No

**Compliance**

Compliance Material to Financial Statements	No
---	----

**b. Federal Awards**

**N/A – NO FEDERAL AWARDS RECEIVED**

**Internal Control**

Material Weaknesses	N/A
Significant Deficiencies	N/A

Type of Opinion On Compliance	Unqualified <input type="checkbox"/> Qualified <input type="checkbox"/>
-------------------------------	---

For Major Programs	Disclaimer <input type="checkbox"/> Adverse <input type="checkbox"/>
--------------------	--

Are their findings required to be reported in accordance with Circular A-133, Section .510(a)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

**c. Identification of Major Programs**

**N/A – NO FEDERAL AWARDS RECEIVED**

CFDA Number (s)	Name of Federal Program (or Cluster)
-----------------	--------------------------------------

---

Dollar threshold used to distinguish between Type A and Type B Programs: \$\_\_\_\_\_

Is the auditee a 'low-risk' auditee, as defined by OMB Circular A-133? ☐ Yes ☐ No

**Section II - Financial Statement Findings**

**NONE**

**Section III - Federal Award Findings and Questioned Costs**

**N/A – NO FEDERAL AWARDS RECEIVED**

